

Mitchell Area ATC Improvement Plan/Progress Report Form

Principle Four—Procedural Safeguards				
Present levels: (Statement of present levels of performance that resulted in area of non-compliance)				
Through a review of student files and interviews with staff, the reviewers found the agency does not provide a complete prior notice to parents/adult students when initiating evaluations. Assessments are determined at the previous year's ISP/IEP with input from the person, parents, and all other team members, and completed prior to the ISP/IEP. While the meeting does serve to alert parents and students to the activity, it does not address all the requirements of giving appropriate prior notice, within the appropriate timeline.				
Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families. The prior notice will address all requirements of giving appropriate prior notice and agency will provide parents with a copy of procedural safeguards at the time notice is given.				
Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. (Multiple goals may be identified for each principle. Please complete a new sheet for each goal.) Mitchell Area ATC Special Education Director will ensure that prior notices will address all requirements of an appropriate notice and that a copy of procedural safeguards will be provided to parents at the time notice is given.				
Short Term Objectives or Benchmarks: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
What will the agency do to improve? The Special Education Director and staff will send a complete prior notice and will follow the 25 day time line. What data will be given to SEP to verify this objective? The Special Education Director will verify that complete prior notices were sent and the 25 day time line was followed.	July 15, 2006	Pam Hanna & Special Education Staff	Met 03/21/06	
Please explain the data (6 month) Assessments are now determined at the time of the ISP/IEP. Prior consents are obtained prior to the assessments being completed and meetings are held within 25 days.				
Please explain the data (12 month)				